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SOURCES OF OCCUPATIONAL INFORMATION.

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OHIO STATE DEPT. OF EDUCATION, COLUMBUS

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DESCRIPTORS- *OCCUPATIONAL INFORMATION, *INFORMATION SOURCES, *ANNOTATED BIBLIOGRAPHIES, OCCUPATIONAL GUIDANCE,

THE 150 ANNOTATED REFERENCES IN THIS BIBLIOGRAPHY MEET ONE OR MORE OF THE OBJECTIVES--(1) PRESENT SOURCES OF AVAILABLE OCCUPATIONAL INFORMATION, (2) IDENTIFY MATERIALS PRESENTING OCCUPATIONAL INFORMATION FOR STUDENTS, COUNSELORS, AND OTHERS INVOLVED IN EDUCATIONAL SERVICES, AND (3) DESCRIBE TECHNIQUES FOR GATHERING, ORGANIZING, AND USING OCCUPATIONAL INFORMATION. ALL REFERENCES HAVE BEEN RECENTLY PUBLISHED AND ARE GROUPED ACCORDING TO THE SOURCES--(1) U.S. GOVERNMENT PUBLICATIONS, (2) STATE PUBLICATIONS, (3) ARMED FORCES PUBLICATIONS, (4) COMMERCIAL PUBLICATIONS, AND (5) PROFESSIONAL PUBLICATIONS AND PERIODICALS. A LIST OF POPULAR PERIODICALS WHICH FREQUENTLY CONTAIN ARTICLES ABOUT OCCUPATIONS OR VOCATIONAL CHOICE, A LIST OF ORGANIZATION REPRESENTING THE OCCUPATIONS MOST FREQUENTLY INQUIRED ABOUT, AND A LIST OF LOCAL SOURCES OF OCCUPATIONAL INFORMATION ARE INCLUDED. A SUBJECT AND A TITLE INDEX ARE PROVIDED. (PS)

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SOURCES OF OCCUPATIONAL INFORMATION

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DIVISION OF GUIDANCE AND TESTING
State Department of Education
751 Northwest Boulevard
Columbus, Ohio 43212
January, 1966

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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SOURCES

OF

OCCUPATIONAL INFORMATION

E. E. HOLT

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

PUBLISHED BY

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751 NORTHWEST BOULEVARD, COLUMBUS, OHIO 43212

JANUARY, 1966

FOREWORD

Locating appropriate up-to-date occupational and related educational information is one of the tasks which persistently faces counselors, school librarians, and teachers of group guidance units or courses. The purpose of this publication is to facilitate this task.

In preparation for this publication, containing one hundred-fifty entries, an inquiry was sent to all contributors to our 1963 edition of "Eighty Sources of Occupational Information", to others who since that time have provided the Division of Guidance and Testing with copies of recent publications or information regarding such publications, and to any publishers of materials believed to be appropriate for listing in this edition. All references included have been published recently, contain general sources of information, and meet one or more of the following objectives:

1. Present sources of available occupational information.
2. Identify materials presenting occupational information for students, counselors, and others involved in educational services.
3. Describe techniques for gathering, organizing, and using occupational information.

References are grouped according to source in order to eliminate duplication in listing publishers. Because of this, a SUBJECT INDEX has been provided to assist in locating all references to similar types of resources. A TITLE INDEX is also included to facilitate the task of locating references.

Jerrold D. Hopfengardner, District Supervisor, Guidance Services, has served as editor of this publication.

John G. Odgers, Director
Division of Guidance and Testing

JGO:mlk
January, 1966

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U. S. GOVERNMENT PUBLICATIONS

Bureau of Apprenticeship and Training, Division of Information and Publications, U. S. Department of Labor, Washington 25, D. C. - The bureau publishes numerous free and inexpensive booklets. Among them are: "The National Apprenticeship Program", "Apprenticeship for Me?", "Apprenticeship-Past and Present", "Careers in Apprenticeship", "An Employer's Guide to On-the-Job Training Under the Manpower Development and Training Act", and "Planned Training - Your future Security". A complete list is available.

Career Guide For Demand Occupations - U. S. Department of Labor, U. S. Employment Service, For sale by Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402. $.30. Provides information about occupations in greatest demand, generally accepted qualifications required by employers, high school subjects relevant to each occupation special job characteristics and working conditions, and selected reference material for guidance counselors.

Characteristics of Professional Workers - Based on 1960 Census of Population. 145 pages. 12 tables. Provides statistics on professional workers in the U. S. by race, marital status, sex, income, years of schooling, weeks worked, number now retired to "labor reserve", occupation of spouse. Published by U. S. Bureau of the Census. Available from Superintendent of Documents, Washington, D. C. 20402. $1.00.

U. S. Civil Service Commission - A variety of public information pamphlets are used by the Commission to inform its publics about Commission programs and activities, describe opportunities in the Federal Service, and explain employee rights and benefits.

Information about specific job opportunities may be obtained from the Chicago Region, U. S. Civil Service Commission, Main Post Office Building, Chicago, Illinois 60607.

U. S. Civil Service Pamphlets - #4, "Working for the U.S.A." (General information about Federal employment); #5, "Thinking About Your First Job?" (Acquaints high school students with employment opportunities in the Federal service); #29, "Federal Jobs Overseas" (To answer questions about employment in United States territories and in foreign countries); #35, "Federal Careers for Women" (General information about career opportunities for women in the Federal service, with emphasis on technical and professional positions); #51, "Reemployment Rights of Federal Employees Who Enter Active Duty in the Armed Forces" (Explains rights of Federal employees who leave their jobs to enter the Armed Forces); #58, "Opportunities in Trades and Crafts With the Federal Government" (Information on jobs for skilled and unskilled workers, apprentices, helpers, and laborers); #64, "Opportunities in the Federal Civil Service for Returning Peace Corps Volunteers"; #65, "Equal Opportunity in Federal Employment"; #66, "Civil Service and the Nation's Progress" (The role of the civil servant in the progress of the Nation).

Counselor's Guide To Occupational and Other Manpower Information - An annotated bibliography of selected government publications. Up-to-date and accurate occupational and other manpower information is essential to wise vocational decisions. In recognition of this need, Federal, State, and Local government agencies are issuing an increasing number of publications which have implications for career decisions. For sale by Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402, $.15.

The Current Employment Market for Engineers, Scientists, and Technicians - U. S. Department of Labor, Bureau of Employment Security, United States Employment Service, Washington, D. C. 20210. Available upon request. Presents an appraisal of trends in labor supply and demand for selected engineering, scientific, and technical occupations in 30 major labor areas. The study is based on field reports prepared by State employment security agencies affiliated with the Bureau of Employment Security, statistics on job openings for the selected engineering, scientific and technical occupations placed in interarea recruitment by public employment offices throughout the country, and information obtained from various government agencies, professional societies, and other sources.

The Dictionary of Occupational Titles - Prepared by the United States Employment Service. For sale by the Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402. Volume I, Definitions of Titles, 1965, 3rd Edition, Clothbound, $5.00. Volume II, Occupational Classifications, 1965, 3rd Edition, Clothbound, $4.25.

Employment Information Series - Bureau of Unemployment Compensation, The Counseling Section, 145 South Front Street, Columbus, Ohio 43216. At present, there are three functional units in the Series.

Part III Occupational Briefs

This contains descriptive releases on the many different occupations that are found in Ohio. Descriptions discuss: nature of the work, opportunities, fields of employment, areas of employment, remuneration, requirements for entry, avenues of promotion, working conditions, and sources of additional information.

Part V Training Directory

This presents training programs available through public and private facilities in Ohio. Types of programs include: colleges and universities (and the majors offered by each), business schools, apprentice training, training schools for occupations that require licenses, miscellaneous training schools, home study schools, and special and vocational education programs.

Part VI Licensed Occupations and Businesses in Ohio

This lists all occupations and businesses for which a state license is mandatory.

Employment Information Series (Continued)

The occupations are discussed in terms of: education and training requirements, legal requirements and regulations, fees, procedures for out of state applicants, examination schedules, and sources of additional information. The licensing agencies are indicated for all businesses.

Free copies of the series are available to school counselors.

Bureau of Employment Security Publications - Section II. U. S. Employment Service, June 1963. Available upon request to the Bureau of Employment Security, U. S. Department of Labor, Washington, D. C. The booklet groups publications under the following functional headings: occupational information, tests and measurements, counseling, service to older workers, service to the handicapped job applicant, labor market information, and farm labor. Each publication is described briefly, its uses outlined, and the method of ordering indicated.

Guide to Local Occupational Information - U. S. Department of Labor, Bureau of Employment Security, United States Employment Service, Washington, D. C. 20210. Available upon request. The publication provides a comprehensive listing of "Occupational Guides" and "Area Skill Surveys" completed by affiliated State employment service agencies. The guides are designed to provide information on the duties, educational and experience requirements, employment and advancement prospects, wages, working conditions and other pertinent factors relating to the subject occupation. The area skill surveys present current and future (usually 2 and 5 years hence) labor requirements in selected occupations in individual labor areas and labor supply available to fill these needs.

Job Guide for Young Workers - U. S. Department of Labor, Bureau of Employment Security. Available from Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C., 1963-64, 78 pages, $.45. (1) employment prospects, (2) qualifications for job, (3) usual duties, (4) opportunities for advancement, (5) how and where job is obtained, and (6) characteristics of job for 112 different jobs most frequently held by young people leaving high school.

This publication is being revised to include information on approximately 180 different occupations in which employment opportunities exist for the school dropout, the high school graduate, and young people having completed one or two years of post high school training in technical schools or junior colleges. The revised edition (1966-67 Job Guide for Young Workers) will be available in the spring of 1966 from the Government Printing Office.

Negro Women Workers in 1960 - This bulletin examines the status of Negro women workers in 1960, and tells which industries employ Negro women, the occupations they hold, in what States they work, what their personal and family characteristics are, how much they earn, and how many have jobs or are unemployed. This data is compared with 1940 and 1950 information. For sale by Superintendent

of Documents, U. S. Government Printing Office, Washington, D. C. 20402, $.30.

Occupation by Industry - Based on 1960 Census of Population. 146 pages. Lists numbers of persons by occupations and industries, by sex and age group. Published by U. S. Bureau of the Census. Available from Superintendent of Documents, Washington, D. C. 20402, $1.25.

Occupation, Earnings and Education - Based on 1960 Census of Population. 305 pages. 6 Statistical Tables. Covers only men and boys 18-64. Relates earnings, education and occupation to each other for South, North and West. Published by U. S. Bureau of the Census. Available from Superintendent of Documents, Washington, D. C. 20402, $2.00.

Occupational Characteristics - Based on 1960 Census of Population. 530 pages. 37 tables listing number of persons in several hundred occupations by sex, age, race, place of residence, earnings, years of schooling, marital status, hours and weeks worked, State of birth. Published by U. S. Bureau of the Census. Available from Superintendent of Documents, Washington, D. C. 20402, $3.50.

Occupational Outlook Handbook - 1966-67 Edition, U. S. Department of Labor, Bureau of Labor Statistics. For sale by Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C. The more than 800 pages includes 252 pictures and 45 charts; provide information on more than 650 occupations and 30 major industries; describe employment outlook, nature of work, qualifications and lines of promotion, earnings and working conditions, and where to get additional information. A series of 115 reprints of sections on specific industries and occupations are also available for purchase at $.05 to $.25. A periodical, The Occupational Outlook, issued four times during the school year at $1.25, provides a means to keeping current on developments affecting employment trends and outlook between biennial editions of the Occupational Outlook Handbook.

Occupational Outlook Publications - U. S. Department of Labor, Bureau of Labor Statistics, Washington, D. C. 20212. Free. A price list of Outlook publications.

Occupational Outlook Summaries & Wall Charts - U. S. Department of Labor, Bureau of Labor Statistics, Washington, D. C. 20212. Free. One-page summaries of the Bureau's current Occupational Outlook publications. Some summaries are accompanied by wall charts on occupations. Write, requesting to be placed on the Occupational Outlook mailing list.

Occupations, Professions, & Job Descriptions, Price List 33A - 16th Edition, February, 1965. Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C. Free. Price list of publications in the field of occupations by various government agencies.

Publications of the Women's Bureau - Currently Available - U. S. Department of Labor, Women's Bureau, Washington 25, D. C. Free. A price list of publications, including those on employment opportunities for women, with brief annotations of recent publications.

STATE PUBLICATIONS

Alabama Department of Industrial Relations, Montgomery, Alabama

The following publications are available: Alabama Job Guide for Young Workers, 1964; and "Occupation Guides" on waitress, licensed practical nursing, dental assistant, and dental hygienist.

Arizona State Employment Service, P. O. Box 6339, Phoenix, Arizona 85005

Arizona Occupational Outlook Handbook, Part I (April 1963) and Part II (April 1964) are designed to provide occupational and labor market information for Arizona.

California State Employment Service, Sacramento, California 95814

More than 400 "Occupational Guides" are published indicating the status of particular occupations in various sections of the state. An "Occupational Guide Index" is available upon request.

Illinois State Employment Service, 165 North Canal Street, Room 200, Chicago, Illinois 60606

"Job Guides" are periodically published on a variety of occupations. Each release presents information on a particular occupation, indicating the demand, wages, etc., in different sections of the state.

Indiana Employment Security Division, 10 North Senate Avenue, Indianapolis, Indiana 46204

The Division publishes numerous occupational guides about specific job areas. List available upon request.

Iowa State Employment Service, 1000 East Grand Avenue, DesMoines, Iowa 50319

Statewide "Occupational Guides" are being developed for use by school counselors. Lists of occupations represented are available upon request.

Cooperative Extension Service, University of Maine, Orono, Maine 04473

Let's Explore Your Career, is designed to assist young people in self analysis from standpoints of interest, ability, and personality with relation to occupational choice. Free.

Michigan Employment Security Commission, 7310 Woodward Avenue, Detroit, Michigan 48202

The following series of publications are available: "Michigan Job Brief

Michigan Employment Security Commission (Continued)

Series"; "Michigan Occupational Guides"; and "Michigan Job Brief: A Summary of Current Occupational Information". Complete list will be sent upon request.

Minnesota Department of Employment Security, 369 Cedar Street, St. Paul, Minnesota 55101

Publications pertaining to the following occupations are available: drafting; electronic data processing; and keypunch and tabulating.

Mississippi Employment Security Commission, P. O. Box 1699, Jackson, Mississippi

A list is available of "Occupational Guides" on numerous careers.

Missouri State Department of Education, Guidance Services Section, Jefferson City, Missouri

Sources of Occupational Information, (1965), is a bibliography listing career information for school use. Available for $1.50 from Walsworth Publishing Company, Inc., Marceline, Missouri.

New Jersey State Employment Service, John Fitch Way Plaza, Trenton, New Jersey 08625

The Agency publishes numerous "Job Guides" on a variety of occupations. Each booklet presents information on a particular occupation in format similar to Occupational Outlook Handbook.

Employment Security Commission of New Mexico, 924 Park Avenue, S.W., P. O. Box 1799, Albuquerque, New Mexico 87103

"New Mexico Labor Market Trends" and "Occupational Guides" for numerous fields are available.

New York State Department of Labor, Division of Employment, 370 Seventh Avenue, New York 1, New York

From Campus to Career. A guidebook for college graduates who majored in liberal arts or business administration. It indicates opportunities for these graduates in various occupations. $.60.

Guide to Preparing a Resumé, includes analysis models of job resumés and a bibliography on job planning and job hunting techniques.

State of Ohio, Bureau of Unemployment Compensation, 145 South Front Street, Columbus, Ohio 43216

"Employment Information Series". Part III: "Occupational Briefs"; Part IV: "Licensed Occupations and Businesses in Ohio"; and Part V: "Training Directory" (See "Employment Information Series" in U. S. Government Publications Section).

Manpower in Ohio: 1960 to 1970. (1963)

The Ohio Labor Force by County (1963)

"Ohio Labor Market Information" is published periodically relating to employment, earnings, hours, etc.; of various occupations in the state.

Contact this or local office of Ohio State Employment Service for complete list of publications. Consultative services also available.

Ohio State Department of Education, Division of Guidance and Testing, 751 Northwest Boulevard, Columbus, Ohio 43212

Ohio College Notebook, is published annually and contains admissions data on all colleges, branches, junior and community colleges in Ohio; and U. S. service academies. Available free to pupil personnel specialists employed in Ohio.

Ohio Guidance News and Views, is published five times annually and lists sources of occupational information. Its articles and enclosures frequently pertain to the world of work. This service is available free of charge to pupil personnel specialists employed in the State of Ohio. The Division cooperates with the Division of Vocational Education in conducting seminars, student occupational interest surveys, and other projects, throughout the State. Consultative services are also available.

Ohio State Department of Education, Division of Vocational Education, State Office Building, Columbus, Ohio 43215

The Division produces numerous publications regarding those educational programs and occupations embraced by vocational education. Cooperative efforts with the Division of Guidance and Testing are seminars, student occupational interest surveys, and other projects throughout the State. Consultative services are also available.

Oklahoma Employment Security Commission, Will Rogers Memorial Office Building, Oklahoma City, Oklahoma 73105

"Selected Labor Market Publications", indicating available releases, will be sent upon request.

South Carolina Employment Security Commission, 1225 Laurel Street, P. O. Box 995, Columbia, South Carolina

The following publications are available: Job Guide for Young Workers in South Carolina, 1963; and Survey of Training Needs in Medical and Health Occupations in South Carolina.

Tennessee Department of Employment Security, Nashville, Tennessee

The following publications are available: Tennessee Manpower: A Look Into the 1960's, 1961; and Manpower and Employment Trends in Tennessee, 1964.

Employment Security Commission of Wyoming, P. O. Box 760, Casper, Wyoming

"Career Library", April 1965, is a bibliography of free and inexpensive occupational information and other counseling aids.

A R M E D F O R C E S P U B L I C A T I O N S

Department of Defense

HIGH SCHOOL NEWS SERVICE CLIPSHEET - The HSNS Clipsheet is a supplement of the High School News Service Report, published monthly during the school year by the High School News Service, Building 1-B, Great Lakes, Illinois, and distributed free of charge to high schools requesting the service. The format of the clipsheet is designed for bulletin board use. Each issue deals with a single topic of interest to students who expect to serve in the military.

HIGH SCHOOL NEWS SERVICE REPORT - Military Service Information. The HSNS Report is designed primarily as a reference source for counselors and others who are called upon to furnish students with specific information of current personnel programs of the United States Armed Forces. The first issue of the year describes basic facts about military service while the remaining monthly issues contain illustrated articles featuring various facets of modern military techniques, organization, and specialized skills required for men and women in uniform today. Except for the initial issue on basic facts about military service, the "Report" is intended primarily for student readership; articles are printed in detachable form to facilitate posting and classroom use. The High School News Service Report is published monthly during the school year by the High School News Service, Building 1-B, Great Lakes, Illinois, and distributed free of charge to high schools requesting the service.

U. S. Air Force

UNITED STATES AIR FORCE OCCUPATIONAL HANDBOOK - (CA 65-1) Revised annually. This 44-page handbook explains the Air Force career ladder, contains a brief on over 45 Airman Career fields (including those open to women) and describes the various avenues for obtaining a commission in the Air Force. It is designed for use by students, teachers, counselors and others who are involved in the planning for future growth and education of young people in high school. Copies may be obtained from local Air Force Recruiting Stations.

U. S. Army

ARMY OPPORTUNITIES - (Replaces Army Occupations and You.) A handbook describing opportunities in the United States Army. This handbook was designed primarily for counselors, teachers, librarians and others who have a stake in helping young people make sound career decisions. This book may be obtained, free of charge, by writing to Army Opportunities, Fort Monroe, Virginia 23351.

U. S. Marine Corps

A GUIDE TO OCCUPATIONAL TRAINING - United States Marine Corps. Available from local U. S. Marine Corps Recruiting Stations. This publication is a 48-page pamphlet containing descriptions and pictures of occupations within the United States Marine Corps. It is designed primarily for the use of high school counselors to explain the many and varied occupational opportunities within the Marine Corps.

U. S. Navy

NAVY OCCUPATIONAL HANDBOOK - 1963 Edition, Bureau of Naval Personnel, Washington, D. C. A manual for school counselors and guidance workers, this publication, available from local United States Navy Recruiting Stations, is to serve the primary function of a specific guidance tool for the use of counselors in providing information to young men and women interested in careers in the service of their country or in fulfilling their military obligation. This handbook contains a two-page brief for each of the occupations available to enlisted personnel in the Navy. Each brief describes jobs performed, skills acquired, and specific training information.

Ohio State Department of Education, Division of Guidance and Testing

OHIO COLLEGE NOTEBOOK - This is published annually and contains admissions data on the U. S. Service Academies.

COMMERCIAL PUBLICATIONS

ALP Publications
3048 N. 34th Street
Milwaukee, Wisconsin 53210

THE SEXTANT SERIES FOR EXPLORING YOUR FUTURE - ALP Publications, Inc., Edward C. Wilkinson, Chief Editor; 1961-1965. A set of 12 independent volumes, each covering an entire occupational area. Each volume: 128 pages, 8 1/2 x 11, illustrated, fold-out organizational chart, wall chart for classroom display, historical review, employment data and outlook for each area covered. 70 to 95 jobs per book: job description, entrance requirements (education, training, certification and experience), promotional outlook, and average pay level. The Sextant Personal Profiling Method permits students to compile subjective personality inventories, which are compared to those profiles provided for each of the job descriptions. Manufacturing-Wage, Manufacturing-Salaried, Banking, Hospitals, Insurance, Agriculture, Professions, Consturction, Graphic Arts, Recreation and Youth Services, Hotels and Restaurants, Public Utilities. Set includes a Manual for the Use of the Sextant Series, a cross index for the complete set, and 100 profile forms. Complete set (soft bound) $75.00. Individual volumes, $5.00 each, wall charts, $1.50, profile forms, $7.50 per 100.

American Guidance Service, Inc.
720 Washington Avenue, S.E.
Minneapolis, Minnesota 55414

PLANNING MY FUTURE - Prepared by the guidance staff of National Forum Foundation, Bernice L. Neugarten, et al., 3rd Edition, 1964, 368 pages, $4.20. The text is designed for use anywhere at the junior and senior high school level, where a broad over-view of the vocations is desired. The text not only treats career planning, relating occupational choice to individual interests and abilities and to job opportunities; but it also considers avocations, personal needs and relationships, social responsibilities and other aspects of preparing for a creative, productive adult future.

SEEING OURSELVES - Prepared by the guidance staff of National Forum Foundation, W. Russell Shull, et al., 1st Edition, 1965, 319 pages, $3.96. The text is designed to be the core of an elementary developmental guidance program at the upper elementary level, and through its supplementary reader qualities, can be used to integrate the reading and guidance program. Vocations are treated in a very broad way. Sixth grade youngsters look at various people in various jobs. These youngsters then come to the realization that there are many different sorts of work and many fields of endeavor.

Bellman Publishing Company
Post Office Box 172
Cambridge, Massachusetts 02138

CAREER MONOGRAPHS - Currently 55 titles in print. Each is six by nine inches and contains 20 to 48 pages. Price per monograph $1.00; minimum order $1.50. Purchase of full set at 20% discount. Free Bellman Publishing Company catalog contains listings of these and other guidance publications.

PATHWAYS TO YOUR FUTURE - The Job Resumé and Letter of Application. by Kenneth R. Adler. 1964, 8 1/2 by 11 inches, 33 pages, $1.75. Additional copies of resumé work sheet, 50 copies to a package, $1.50 per package. Fourteen sample job resumés and 8 letters of application plus easy to follow directions for writing your own resumé and letter of application. Written for students, experienced workers or returnees to the labor force.

TEACHERS GUIDE TO GROUP VOCATIONAL GUIDANCE - By Bruce Shertzer and Richard T. Knowles. 1964; 8 1/2 by 11 inches, 94 pages, $4.00. Additional packages of three appendices, $1.50 per 50 copies per appendix. Written for use by trained guidance counselors or newly appointed guidance counselors. Forty lesson plans grouped into three units of The World of Work, Knowing Yourself, and Securing a Job and Progressing in It.

B'nai B'rith Vocational Service
1640 Rhode Island Avenue, N.W.
Washington, D. C. 20036

B'NAI B'RITH VOCATIONAL SERVICE - There are currently 67 titles available in this Occupational Brief Series at $.35 each. Write for free catalog.

COUNSELORS' INFORMATION SERVICE - Published quarterly at $7.00 per year. Contains annotated lists of recently issued significant books, pamphlets, charts, and articles on occupations and guidance, up to 250 items each issue.

Careers
Post Office Box 135
Largo, Florida

CAREER BRIEFS - Available on a subscription basis or individually. A subscription to 40 career briefs for one year, $9.25. Separate titles are available at $.25 each, cash with orders totaling less than $2.00.

CAREER-DATA POSTERS, INTERESTS POSTERS, AND SUBJECT POSTERS - Printed in colors, 17 inches by 22 inches - 28 per year - subscription price for the combined set is $10.00 per year.

Careers (Continued)

CAREER DESK-TOP KIT - A career Kit, collated and ready to use, designed to be used by the counselor during his interviewing or by students at a table. Contains over 1000 career items plus one year's subscription to Career Guidance Service. A total of over 1250 career items plus a metal file for $97.50, f.o.b. Largo, Florida.

CAREER EXPLORATORY KIT - Contains 450 career Briefs and Summaries, gathered and ready for use in an alphabetical file. Price $50.00, f.o.b. Largo, Florida.

CAREER GUIDANCE INDEX - Published monthly, October through May at $6.00 per year. Lists about 40 references each month to free and inexpensive career pamphlets.

CAREER GUIDANCE SERVICE - Published monthly from September through May. Contains over 250 vocational and educational guidance items per year including career Briefs, Summaries and Reprints; College Guides; Training Guides; Career Indexes; Professional Reports; and Posters. Subscription price is $30.00 per year which averages 12¢ per item.

CAREER REPRINTS - 80 to 90 per year - subscription rate of $8.50 per year, or 15¢ each.

CAREER SUMMARIES - Two pages, printed on card stock 5 1/2 inches by 8 1/2 inches. Available on a subscription basis (75 per year) at a price of $9.25. Separately they may be purchased for 15¢ each, cash with order.

COLLEGE GUIDES - 14 per year - a complete set listing entrance requirements, costs, etc., for all U. S. Liberal Arts Colleges. Subscription rate of $3.00 per year or 15¢ each.

STUDENT ATTITUDE-BUILDER POSTER SET - Posters deal with personality, attitudes, and school success, 40 in number in a metal wall frame. Price $34.50, f.o.b. Largo, Florida.

TRAINING GUIDES - 18 per year - listing training opportunities for specific careers. Subscription rate $3.00 per year or 15¢ each.

Chronicle Guidance Publications, Inc.
Moravia, New York 13118

CHRONICLE COLLEGE ENTRANCE VIEW-DECK - A highly organized information retrieval system designed to provide accurate information on colleges in any desired sequence. (Type of school, major sequence,

Chronicle Guidance Publications, Inc., (Continued)

size, etc.) View-Deck category cards, key cards, student preference forms, fluorescent Viewer, and one year's Service to update and expand the View Deck (No. 900DV) $150.00 f.o.b. Moravia. View-Deck category cards, supplies, economy Deskette, one year's Service (No. 900DM), $110.50 f.o.b. Moravia. Write for descriptive brochure.

CHRONICLE EDUCATIONAL SERVICE - Consists of up-to-date books of College Classifications, Majors, and Charts, a Student Aid Annual plus Bulletins, a spring release of Colleges Still Accepting Applications, $15.00 per year.

CAREER INDEX - An annual compendium will be published each fall giving several thousand references to free or inexpensive occupational and professional pamphlets from over 500 sources. The annual will be supplemented with eight monthly issues listing information on new releases. Pre-addressed post cards are included for free materials. $8.00 the year.

CHRONICLE OCCUPATIONAL BRIEF SERVICE - Published monthly September through April, at $17.25 per year. NINE Senior Briefs and TWO Special Briefs per month. Professionally prepared, accurate and up-to-date. Single copies available at $.35 each to counselors, teachers and librarians. Special price to students, $.25 each. Quantity rates upon request.

CHRONICLE OCCUPATIONAL LIBRARIES - Contains a LIBRARY OF OCCUPATIONAL MATERIALS properly filed in reinforced folders in a sturdy letter-size steel file drawer with lift-off top, ready for immediate use, $160.00 f.o.b. Moravia. (No. 670S). CHRONICLE OCCUPATIONAL LIBRARY also available in the Oxford Tudror mobile steel file cabinet, with hanging-type folders, material properly filed for immediate use, $269.50 f.o.b. Moravia (No. 670PSH). Purchase price of either unit includes a year's subscription to the "3-in-1" Guidance Service to keep the file on a current basis. For additional information send for a free catalog.

CHRONICLE OCCUPATIONAL SERVICE - The same as the "3-in-1" Service but excluding the Educational and Professional Information, $30.00 per year.

CHRONICLE PAMPHLET SERVICE - Published monthly September through April at $25.00 per year. This is a portion of the complete Chronicle "3-in-1" Guidance Service especially designed for libraries to maintain their Occupational files on a current basis; 88 Occupational Briefs a

Chronicle Guidance Publications, Inc., (Continued)

year; numerous Reprints from trade and technical periodicals; 1 Annual and 8 monthly supplements of the Career Index.

CHRONICLE PROFESSIONAL SERVICE - Approximately 6 articles and reprints each month September through April, by nationally recognized counselor educators and guidance personnel. These articles discuss specific and practical guidance practices as well as articles of a more general professional nature. $10.00 per year. (The Professional Service also includes the Washington Counseletter each month. The Counseletter is available separately on subscription basis at $5.00 per year).

CHRONICLE "3-in-1" GUIDANCE SERVICE - Published monthly, September through April, at $42.50 per year. Includes the Occupational Briefs, Reprints, Posters, Career Index, Educational and Professional publications.

Columbia University Press
2960 Broadway
New York, New York 10027

OCCUPATIONAL CHOICE - Ginzberg, Eli and Associates, 1963, 271 pages, $6.00. The first book to investigate how occupational choices are made -- now a classic study in the field. Case studies represent a selective sampling of age groups eleven to twenty-four and show how the process of choice develops. This general theory gives direction for improving the quality of guidance in high schools and colleges.

TALENT AND PERFORMANCE - Ginzberg, Eli and John L. Herma, 1964, 265 pages, $5.00. This book identifies the processes by which the talented individual shapes a career in the real world with its range of opportunities and barriers. Although much effort has been expended to identify talented youth and to provide them with opportunities for education, little has been done to find out how they actually perform after the process of formal education is completed.

E. P. Dutton & Co., Inc.
201 Park Avenue South
New York, New York 10003

DUTTON CAREER BOOK SERIES - In clear, non-technical language the following career books describe for young adults the engrossing work being done in vital contemporary fields, and the qualifications, educational requirements, salaries, and diversified opportunities available: accounting, advertising, astronautics, chemistry, commercial

E. P. Dutton & Company, Inc., (Continued)

art, dancing, electronics, engineering, fashion, music, physics, science, sports and women in business. Prices sent on request.

Educators Progress Service
Randolph, Wisconsin 53956

EDUCATORS GUIDE TO FREE GUIDANCE MATERIALS - Fourth Annual Edition, 1965. This Guide has been developed as a basic resource for aiding counselors and teachers. It is based on the cross-media approach in teaching, and is devoted exclusively to free guidance materials. It is designed to provide a continuing means of identifying selected free films, filmstrips, tapes and transcriptions, and other materials such as bulletins, pamphlets, charts, magazines, and booklets. Price: $6.50.

Finney Company
3350 Gorham Avenue
Minneapolis, Minnesota 55426

OCCUPATIONAL GUIDANCE - This series provides vocational guidance materials for average and above-average students in the secondary grades. Published monthly, September through April, each of the eight volumes contains twenty monographs describing jobs available to students on their completion of high school or college. The price is $34.50 for each year's unit of eight volumes. The publisher revises each unit every five years to update monographs with respect to salary changes and technological advances. A total of five units, containing 800 professionally prepared job descriptions, is available.

FINDING YOUR JOB - This series is prepared especially for students in special classes, as well as for individuals classified as other than high achievers. Each year's unit, published during the October-February period, is comprised of twelve job descriptions suitable for young people in these classifications. They are presented in a manner easy to understand. The price is $20.50 for each year's unit of five volumes. Five units of five volumes each, containing a total of 300 job descriptions, are available. The publisher revises every five years.

HELP YOURSELF TO A JOB, PART I and PART II - These workbooks are designed for classroom use in special education. They contain perforated pages for easy removal. Part I covers the various steps leading to a job, including filling out an application form. Part II explains the difference between skilled, semiskilled and unskilled jobs, and includes lessons dealing with base pay, withholding tax,

fringe benefits and social security. The price is $1.50 per copy of Part I and $1.50 per copy of Part II.

Educational Relations Section
Public Relations Staff
General Motors Corporation
Detroit, Michigan 48202

CAN I GET THE JOB? LET'S FIND OUT - Free in single copies, this book concerns itself with aspects of seeking employment and the various attitudes, interests, abilities, and desires of both employer and employee. Such topics as what are my interests, what do I have to offer, what are employers looking for, where do I start, how do I get an interview, who does the talking, and did I get the job are all covered in good detail. In addition to this booklet, the Educational Relations section of the General Motors Corporation publishes other booklets relative to occupational and vocational guidance. A free catalog of all educational materials available may be obtained upon request.

The Guidance Centre
Ontario College of Education
University of Toronto
371 Bloor Street West
Toronto 5, Ontario, Canada

OCCUPATIONAL INFORMATION MONOGRAPHS - Published and revised at regular intervals. Contain sources of information concerning specific occupations. Basically dealing with occupations in Canada; certain sections of many of the monographs apply equally to Canada and the U.S.A. List of available monographs and prices available on request.

Harper and Row, Publishers
49 East 33rd Street
New York 16, New York

Books relating to the following professions are published: advertising, chemistry, dentistry, engineering, industry, journalism, law, library science, medicine, nursing, physics, science, social work, and teaching. They are intended for use in grades 10-12. Costs per book are $3.50 trade edition; $3.27 net Harpercrest Library Edition.

Anna May Jones
88 Morningside Drive, Apt. 11-D
New York, New York 10027

VOCATIONAL ORIENTATION TOWARD A REWARDING LIFE (1965) - A supplementary source of reference for teachers and counselors of grades 6 to 12. This monograph is a source of reference for co-ordination of vocational orientation with the curriculum. It includes a source of reference for: exploring through the school program, exploring occupational area, self-understanding, broad occupational areas, educational and vocational choices, counseling toward a tentative choice, and looking ahead toward the future, $1.25.

Robert R. Knapp, Publisher
Post Office Box 7234
San Diego, California 92107

GUIDE TO CAREERS THROUGH COLLEGE MAJORS - First edition, 1964. This 189 page book was prepared to help the potential college student in considering his college training as it applies to his vocational goals and aspirations. Organized around the college curriculum, each career field and its requirements is briefly described and references widen the scope for the interested student. Appendices give valuable sources of information. Price: $3.95; $2.95 each in lots of 10 or more copies.

J. B. Lippincott Company
East Washington Square
Philadelphia, Pennsylvania 19105

A MIRROR UP TO MEDICINE; A. C. Corcoran, M.D. $5.75
THE PROFESSION OF PHARMACY; Richard A. Deno, et. al. $5.75
SOCIAL WORK: AN INTRODUCTION; Elizabeth A. Ferguson $8.00
DOCTORS IN PETTICOATS; Alice Fleming $3.50
GREAT WOMEN TEACHERS; Alice Fleming $3.50
AVIATION FROM THE GROUND UP; John J. Flouherty $3.95
BEHIND THE SILVER SHIELD (Law Enforcement); John F. Flouherty $4.00
DEEP DOWN UNDER (Under Sea Work); John F. Flougherty $3.75
FLOWING GOLD (Oil Industry); John F. Flougherty $3.95
FOREST RANGER; John F. Flougherty $3.95
GET THAT STORY (Journalism); John F. Flougherty $3.95
MEN AGAINST CRIME ("T" men); John F. Flougherty $3.95
MEN AGAINST DISTANCE (communications); John F. Flougherty $3.75
OUR F. B. I.; John F. Flougherty $3.75
TELEVISION STORY; John F. Flougherty $3.95
TROOPERS ALL (State Police); John F. Flougherty $3.95

J. B. Lippincott Company (Continued)

THE CHOICE OF A MEDICAL CAREER; Joseph Garland, M.D. & Joseph Stokes, III, M.D., Editors $5.50

SMALL PATIENTS: AN AUTOBIOGRAPHY OF A CHILDREN'S DOCTOR; Alton Goldbloom, M.D. $4.50

CAREERS OF SERVICE IN THE CHURCH; Benson Y. Landis $4.95

Julian Messner, Publishers
Division of Pocket Books, Inc.
8 West 40th Street
New York, New York 10018

Messner Career Books present information on the following careers with guides to colleges and schools for special training, salary ranges, opportunities and bibliographies: archaelogist, artist, astronomer, aviation (pilot, hostess, etc); banking, beautician, chemist, conservationist, chriminology, dancer, designer, electronics, engineer, explorer, government services, herpetologist, home economics, horticulturist, inventor, journalist, lawyer, librarian, medicine, medical technologist, meteorologist, model, musician, naturalist, nurse, oceanographer, personal service worker, photographer, physician, physicist, phychiatrist, recreation and sports, secretraial and clerical, social worker, teacher, veterinarian, and writer. Catalog sent upon request.

The National Research Bureau, Inc.
221 North LaSalle Street
Chicago, Illinois 60601

NRB publishes numerous inexpensive but timely pamphlets and posters regarding occupations, self-help, inspiration, economics, etc. Catalogues are available upon request.

Career Information Service
New York Life Insurance Company
Box 51, Madison Square Station
New York, New York 10010

CAREER OPPORTUNITIES - This is a paper-back book containing 57 individual career articles, each written by a leader in his field. Each article tells what traits the young student should have and in what subjects he should excel in order to consider the particular field as his future career. Single copies free. Write for information about school supply.

Palmer Associates
4331 Winfield Terrace
Easton, Pennsylvania

OCCUPATIONAL REFERENCE SET - The Occupational Reference Set consists of eight loose leaf volumes covering the following fields:

1. Business Contact
2. Scientific-Technical
3. Artistic
4. Health and Welfare
5. Business Clerical
6. Mechanical
7. Service
8. Outdoor

Each binder contains over three hundred occupational surveys designed for exploration by fields of interest with indexes. The surveys generally reflect the prevailing language level of the occupation. The binders come ready for immediate use in a handsome, sturdy bookshelf. Annual upkeep service. Price $100.00 per set. STUDENT BOOKLET. The Student Booklet contains 34 articles designed to provide the student with a sound orientation and preparation for vocational and education planning. The author uses a personal life experience approach. Each article is based on a ten minute reading span. May be used in individual reading or group reading and discussion. Price $1.00 per booklet. TEACHER-COUNSELOR MANUAL. The Teacher-Counselor Manual contains lesson plans and discussion guides for classroom use of the Student Booklet. Price $1.00 each.

Personnel Services, Inc.
Post Office Box 306
Jaffrey, New Hampshire

OCCUPATIONAL ABSTRACTS - These publications sell for $.50 each, $.25 to students. Cash with order.

OCCUPATIONAL INDEX - Published quarterly at $7.50 per year. Lists current releases available in the nation on occupations as well as other aspects of the guidance field.

Popular Library, Inc.
Educational Division
355 Lexington Avenue
New York 17, New York

POPULAR LIBRARY GUIDANCE SERIES - This series contains ten books concerning specific occupational fields written by prominent men and women who have been successful in their chosen occupations. The series covers careers in practical terms for young men and women who are interested in more than just a job. An additional publication in this series is a description of over 1,000 new job opportunities. These

Popular Library, Inc., (Continued)

materials are available in sets: 12 copies of each book, $48.00; 6 copies of each book, $24.00; 3 copies of each book, $12.00. Free descriptive brochure available.

Pratt Institute
Brooklyn, New York 11205

CAREER BRIEFS - Published as an educational service by Pratt Institute. Career Briefs are sent regularly to any school or library requesting them. Individual copies are furnished on request as long as supplies last. Requests should be addressed to: Editor, Career Briefs, Pratt Institute, Brooklyn, New York 11205.

Prentice-Hall, Inc.
Educational Book Division
Englewood Cliffs, New Jersey

BUILDING YOUR LIFE - Landis & Landis, 3rd Edition, 352 pages, 1964, school price $3.99. Contains six sections, one of which is entitled "Growing Up Economically". Chapter titles of this section are "Your Part-Time Work", "Your Future Vocation", and "Considering Possible Vocations". Designed for eighth or ninth grade use.

OCCUPATIONAL INFORMATION: ITS DEVELOPMENT AND APPLICATION - Shartle, Carroll L., 3rd Edition, 1959, 425 pages, $6.95. Discusses needs and uses of occupational information, how it is obtained, described and classified. Also contains sections on how to use the Dictionary of Occupational Titles, explains occupational families, entry fields of work, industries and patterns of occupations, and jobs for the handicapped.

Rand McNally and Company
8255 Central Park Avenue
Skokie, Illinois

THE INFORMATION SERVICE IN GUIDANCE - Second Edition. Willa Norris, Franklin R. Zeran, and Raymond N. Hatch, 1966, c. 600 pages, c. $7.00. This book provides a helpful guide to information in three phases of the guidance service: occupational, educational, and social. It discusses educational information and classification systems, the evaluation of occupational information, sources of information, and means of organizing and distributing the information in an effective manner. The most recent information on the revised Dictionary of Occupational Titles is included.

The Institute for Research
537 South Dearborn Street
Chicago, Illinois 60614

CAREERS RESEARCH MONOGRAPHS - These vocational monographs are national occupational surveys giving a complete, detailed picture of various occupations and covering in a comprehensive way the history; the attractive and unattractive sides; education required, including courses to take in school; opportunities; qualifications; income; a day's work; how to get started; and a description of the many jobs in each field. They are individually bound and illustrated and are priced at $4.75 for each group of five monographs. Catalog available listing 292 vocational titles.

Richards Rosen Press, Inc.
13 East 22nd Street
New York 10, New York

YOUR FUTURE BOOKS - The Granite Library Series. These vocational books are definitive studies of specific career areas. They are in individual hard-bound books. A catalog is available listing 80 vocational areas. 165 pages; $2.79 each.

Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

CAREER INFORMATION KIT - This is a complete letter-size file drawer in which are filed for immediate use over 530 items covering a large number of occupations. Price $175.00.

EMPLOYMENT AND UNEMPLOYMENT IN THE UNITED STATES--A STUDY OF THE AMERICAN LABOR FORCE - Seymour L. Wolfbein gives the government's definition of the labor force and an analysis of current labor trends. Cloth, $7.50.

HANDBOOK OF JOB FACTS - Revised January, 1963, 98 pages, $4.40, describes over 200 different job fields in chart form. The book covers professional, semiprofessional, managerial fields; clerical, sales, agricultural, fishery, forestry, skilled occupations; and services (domestic, personal, protective and building service); semiskilled, and unskilled occupations.

JOB FAMILY SERIES - This is a series of 17 booklets describing the variety of job prospects and opportunities within such fields of work as science, mechanical work, outdoor work, technical work, selling, clerical work, engineering, mathematics, building construction

Science Research Associates, Inc., (Continued)

trades, health, agriculture, and the like. Complete set of 17 booklets is $18.75; booklets $1.25 each, charts $.35 each. The Job Family Series will ultimately consist of 21 booklets.

OCCUPATIONAL BRIEFS - A total of 360 4-page illustrated occupational briefs published to date. The complete set may be purchased at a special quantity discount of $65.00, individual titles are available at $.35 each, quantity discounts are available.

OCCUPATIONAL EXPLORATION KIT - Provides the high school student with a systematic, personalized approach to job investigation. The unique OccuScan (Occupational Scanner, trademark) helps the student explore his own educational aspirations, abilities and interests. The kit also includes 360 Occupational Briefs, 16 Job Family Booklets, 8 Guidance Series Books, 25 Student Record Books, and a Guide for Counselors and Teachers. Price: $79.50.

OCCUPATIONAL INFORMATION - ITS NATURE AND USE - M. F. Baer and E. C. Roeber, revised 1964, 494 pages, $7.50. One chapter lists national sources of occupational information and another lists national sources of information on occupational training. The book is a comprehensive text on occupational information, including sections devoted to occupational and industrial structure, community occupational surveys, use of occupational information in counseling with individuals and with groups, and suggestions for vocational units.

OCCUPATIONAL INFORMATION IN THE ELEMENTARY SCHOOL - Willa Norris. Gives important theories of vocational development and suggests outlines, techniques, and examples for offering occupational information to children. Price: $5.95.

WIDENING OCCUPATIONAL ROLES KIT (WORK) - Helps the junior-high school student explore 400 different occupations and pinpoint the extent and type of education needed to prepare adequately for the occupation of his choice. Kit includes 400 Job Briefs, 5 Junior Guidance Booklets, 50 Student Workbooks, a Teacher's Manual, and 5 color filmstrips. Price: $125.00.

Simon and Schuster, Inc.
Rockefeller Center
630 Fifth Avenue
New York 20, New York

LOVEJOY'S VOCATIONAL SCHOOL GUIDE - Third enlarged, revised edition. This book provides aid in choosing a vocation, in planning

Simon and Schuster, Inc., (Continued)

one's training on the basis of available opportunities, and in finding specific places where training can be obtained - including the most authoritative, up-to-date list of private trade and vocational schools ranging from business, technical and secretarial schools to schools of beauty culture, nursing and health services. Price: $5.95 cloth; $2.95 paper.

Southern Baptist Convention
Education Commission
460 James Robertson Parkway
Nashville, Tennessee 37211

COLLEGE AND CAREER - Published ten times yearly - monthly October through May and bimonthly June through September - at $1.00 for 1 year, $1.75 for 2 years, $2.50 for 3 years. Contains articles regarding selection of colleges and vocations. Most appropriate for 11th and 12th graders.

Vocational Guidance Manuals
800 Second Avenue
New York 17, New York

VOCATIONAL GUIDANCE MANUALS - A series of specific career books written by outstanding authorities in each field and based on NVGA standards. Each book is published in two editions--paperbound edition $1.45; special library edition $2.65. Each book is approximately 112-144 pp. Approximately twelve new titles published each year. Special 20% discount available under Standing Order Plan. At present, 35 titles in series. Free catalog of VGM materials available upon request.

Henry Z. Walck, Inc.
101 Fifth Avenue
New York 3, New York

CAREERS FOR TOMORROW SERIES - Non-fiction books about careers which students may decide to follow when they finish high school or college. These books are intended to meet the needs and criteria of guidance experts by providing complete information and a broad view of areas of study and work. All contain a reading list, index, and photographs. Each $3.75. List available upon request.

H. W. Wilson Company
950 University Avenue
New York, New York 10452

OCCUPATIONAL LITERATURE - Gertrude Forrester. 1964 Edition, 675 pages, $8.50. A comprehensive annotated bibliography of occupational materials, including 4,500 pamphlets and 1,500 books.

PROFESSIONAL PUBLICATIONS AND PERIODICALS

American Council on Education
1785 Massachusetts Avenue, N.W.
Washington 36, D. C.

HELPING STUDENTS FIND EMPLOYMENT - by Forrest H. Kirkpatrick, et al. A handbook integrating the different approaches to the process of vocational guidance in colleges and universities for postcollege job placement. 1949. 37 pp. paper back $.75.

MAN, EDUCATION, AND WORK - by Grant Venn. A report warning that the national economy and social structure will suffer irreparable damage unless the schools provide more and far better education on the semiprofessional, technical, and skilled levels. 1964. 184 pp. paper back $1.50.

American Personnel and Guidance Association
1605 New Hampshire Avenue, N.W.
Washington, D. C. 20009

GUIDELINES FOR PREPARING AND EVALUATING OCCUPATIONAL MATERIALS - 1964, prepared by the National Vocational Guidance Association - a division of the American Personnel and Guidance Association. For For sale by the American Personnel and Guidance Association, 1605 New Hampshire Avenue, N.W., Washington, D. C. 20009. 12 pages, 10¢ per copy. This publication contains the National Vocational Guidance Association standards for occupational materials. "Standards for Use in Preparing and Evaluating Occupational Literature" and "A Guide for Preparing Industrial Careers Brochures."

HOW ABOUT COLLEGE? A GUIDE FOR PARENTS OF COLLEGE-BOUND STUDENTS - 1962 (fifth edition), prepared by the American School Counselor Association - a division of the American Personnel and Guidance Association. For sale by the American Personnel and Guidance Association, 1605 New Hampshire Avenue, N.W., Washington, D. C. 20009. 16 pages, 25¢ per copy. (quantity rates available) This publication contains information for students and parents concerning college and college planning. It outlines the values of a college education, who should attend college, qualifications for admission, how to select a college, applying for admission, financing a college education, and planning for college. A bibliography is included and lists additional resources under the topics of college directories, scholarships, and college in general.

HOW ABOUT COLLEGE FINANCING? A GUIDE FOR PARENTS OF COLLEGE-BOUND STUDENTS - 1964, by S. Norman Geingold, published by the American School Counselor Association - a division of the American Personnel Guidance Association. For sale by the American Personnel

and Guidance Association, 1605 New Hampshire Avenue, N.W., Washington, D. C. 20009. 24 pages, 30¢ per copy. (quantity rates available) This booklet considers financing a college education through information on researching the problem, planning ahead, using the means of savings, loans, income, scholarships and/or part-time work, and keeping expenses down. The booklet also contains a financial planning timetable, a work sheet for college costs, and a selected annotated bibliography.

HOW TO EXPRESS YOURSELF VOCATIONALLY - 1961, by Delmont K. Byrn, published by the National Vocational Guidance Association - a division of the American Personnel and Guidance Association. For sale by the American Personnel and Guidance Association, 1605 New Hampshire Avenue, N.W., Washington, D. C. 20009. 32 pages, 30¢ per copy. (quantity rates available) This booklet discusses current vocational developments and outlines steps in career planning. The material covers educational requirements, work preparation, working conditions, choosing a vocation, and using resources in planning.

HOW TO VISIT COLLEGES - 1965, published by the National Vocational Guidance Association in co-operation with the American College Personnel Association and the American School Counselor Association - divisions of the American Personnel and Guidance Association. For sale by the American Personnel and Guidance Association, 1605 New Hampshire Avenue, N.W., Washington, D. C. 20009. 32 pages, 25¢ per copy. (quantity rates available) This booklet focuses attention on the need for college visits in the choice of a college. It also outlines steps in preparing for visits and suggests categories or questions an applicant might ask. A bibliography on preparing for college which includes college guides.

LOOKING AT PRIVATE TRADE AND CORRESPONDENCE SCHOOLS: A GUIDE FOR STUDENTS - 1963, published jointly by the American School Counselor Association and the National Vocational Guidance Association - division of the American Personnel and Guidance Association. For sale by the American Personnel and Guidance Association, 1605 New Hampshire Avenue, N.W., Washington, D. C. 20009. 8 pages, 25¢ per copy (quantity rates available) This booklet is a guide for students who are considering enrolling in private trade or correspondence schools as a means of developing more specialized skills. Information is provided on definition of these schools, evaluating a school, determing whether this education is suitable for the individual, and deciding among schools.

American Personnel and Guidance Association (Continued)

NVGA BIBLIOGRAPHY OF CURRENT OCCUPATIONAL LITERATURE - 1963, revision, published by the National Vocational Guidance Association - a division of the American Personnel and Guidance Association. For sale by the American Personnel and Guidance Association, 1605 New Hampshire Avenue, N.W., Washington, D. C. 20009. 122 pages, $1.00 per copy. Publication is a list of publications on hundreds of occupations, apprenticeships, choosing an occupation, work overseas, scholarships and fellowships, and other areas. The listed publications have been reviewed against the National Vocational Guidance Association critics for Occupational Literature. A publishers address index is included. (1965 Edition is in prepartion)

THE PERSONNEL AND GUIDANCE JOURNAL - The American Personnel and Guidance Association, 1605 New Hampshire Avenue, N.W., Washington, D. C. 20009. Published monthly September through June. Annual subscription $10.00; single copies $1.00. (free to APGA members).

THE SCHOOL COUNSELOR - The American School Counselor Association, 1605 New Hampshire Avenue, N.W., Washington, D. C. 20009. Published in October, December, March and May. Annual subscription $4.00; single copies $1.00 (free to ASCA members).

VOCATIONAL GUIDANCE QUARTERLY - $4.00 per year (free to NVGA members). Each issue contains section "Current Occupational Literature" which keeps 1963 bibliography up-to-date.

American Vocational Association
1025 15th Street, N.W.
Washinton 5, D. C.

AMERICAN VOCATIONAL JOURNAL - Published monthly September through May by the American Vocational Association, Inc., 1025 15th Street, N. W., Washington 5, D. C. Free to AVA members; nonmember subscriptions $3.00 per year.

POPULAR PERIODICALS

The following publications in general circulation frequently contain articles about occupations and/or vocational choice.

Changing Times
The Kiplinger Magazine
1729 "H" Street, N.W.
Washington, D. C. 20006

Christian Science Monitor
1 Norway Street
Boston, Massachusetts 02115

Good Housekeeping
250 West 55th Street
New York, New York 10019

Ladies Home Journal
The Curtis Publishing Company
Philadelphia, Pennsylvania 19105

Mademoiselle
420 Lexington Avenue
New York 17, New York

Saturday Evening Post
The Curtis Publishing Company
Philadelphia, Pennsylvania 19105

Senior Scholastic
50 West 44th Street
New York, New York 10036

Seventeen
320 Park Avenue
New York, New York 10019

World Week: A Scholastic Magazine
50 West 44th Street
New York, New York 10036

OCCUPATIONAL ORGANIZATIONS

This section contains a list of organizations representing those occupations believed to be most frequently inquired about by students. This is not intended to be a complete list of all organizations. A more complete listing may be found in:

Encyclopedia of Associations, 4th Edition, 1964
Volume I: National Associations of the United States
Frederick G. Ruffner, Jr., et al., Editors
Gale Research Company
2200 Book Tower
Detroit 26, Michigan

The organizations are listed in alphabetical order according to the underlined key word (s) in the title.

National Association of Accountants
505 Park Avenue
New York 22, New York

Society of Actuaries
208 South LaSalle Street
Chicago 4, Illinois

National Association of Advertisers
155 East 44th Street
New York 17, New York

Aerospace Industries Association of America
1725 DeSales Street, N.W.
Washington, D. C. 20036

American Society of Agricultural Engineers
420 Main Street
St. Joseph, Michigan

American Society of Agronomy
677 South Segoe Road
Madison 11, Wisconsin

Airport Operators Council
1700 K Street, N.W.
Washington 6, D. C.

Air Transport Association of America
1000 Connecticut Avenue, N.W.
Washington 6, D. C.

Anthropological Association
1530 P Street, N.W.
Washington 5, D. C.

Archeological Institute of America
5 Washington Square North
New York 3, New York

American Institute of Architects
1735 New York Avenue, N.W.
Washington 6, D. C.

American Astronomical Society
265 Fitz Randolph Road
Princeton, New Jersey

American Society of Automotive Engineers
485 Lexington Avenue
New York 17, New York

Society of American Bacteriologists
Mt. Royal & Guilford Avenues
Baltimore 2, Maryland

American Bakers Association
20 North Wacker Drive
Chicago 6, Illinois

American Bankers Association
12 E. 36th Street
New York 16, New York

American Bar Association
1155 E. 60th Street
Chicago 37, Illinois

Associated Master Barbers and Beauticians of America
537 South Dearborn Street
Chicago 5, Illinois

American Society of Biological Chemists
9650 Wisconsin Avenue
Washington 14, D. C.

American Institute of Biological Sciences
2000 P Street, N.W.
Washington 6, D. C.

Botanical Society of America, Inc.
Botany Department
University of Texas
Austin 12, Texas

The National Association of Broadcasters
1771 North Street, N.W.
Washington 6, D. C.

The American Ceramic Society
4055 N. High Street
Columbus, Ohio 43214

American Chemical Society
1155 16th Street, N.W.
Washington 6, D. C.

American Institute of Chemical Engineers
345 East 47 Street
New York 17, New York

National Coal Association
1130 17th Street, N.W.
Washington 6, D. C.

International Chiropractor's Assoication
741 Brady Street
Davenport, Iowa

American Society of Civil Engineers
345 East 47 Street
New York 17, New York

American Dairy Association
20 North Wacker Drive
Chicago 6, Illinois

American Dental Association
222 E. Superior Street
Chicago 11, Illinois

American Dental Hygienists' Association
100 East Ohio Street
Chicago 11, Illinois

National Association of Dental Laboratories
201 Mills Building
Washington 6, D. C.

American Dietetic Association
620 N. Michigan Avenue
Chicago 11, Illinois

National Institute of Dry Cleaning
909 Burlington Avenue
Silver Springs, Maryland

National Education Association
1201 16th Street, N.W.
Washington 6, D. C.

Institute of American Electrical and Electronic Engineers
Box A, Lenox Hill Station
New York 21, New York

Farm Equipment Institute
608 South Dearborn Street
Chicago 5, Illinois

Society of American Florists
Sheraton Park Hotel
Washington 8, D. C.

Institute of Food Technologists
176 W. Adams Street
Chicago 3, Illinois

Society of American Foresters
425 Mills Building
704 17th Street, N.W.
Washington 6, D. C.

National Association of Funeral Directors
135 West Wells Street
Milwaukee 3, Wisconsin

National Association of Furniture Manufacturers
666 North Lake Shore Drive
Chicago 11, Illinois

American Gas Association
605 Third Avenue
New York, New York 10016

American Geographical Society
Broadway at 156th Street
New York 32, New York

Geological Society of America
419 West 117th Street
New York 27, New York

American Geophysical Union
1530 P Street, N.W.
Washington 5, D. C.

Graphic Arts Technical Foundation
131 East 39th Street
New York 16, New York

National Association of Retail Grocers of the United States
360 North Michigan Avenue
Chicago 1, Illinois

National Retail Hardware Association
964 North Pennsylvania Street
Indianapolis 4, Indiana

American Association for Health, Physical Education and Recreation
1201 16th Street, N.W.
Washington 16, D. C.

American Society of Heating, Refrigerating and Air Conditioning Engineers
United Engineering Center
345 East 47th Street
New York 17, New York

National Association of Home Builders of the United States
1625 L Street, N.W.
Washington 6, D. C.

American Home Economics Association
1600 20th Street, N.W.
Washington 9, D. C.

American Horticultural Society
1600 Blandensburg
Washington 2, D. C.

American Hotel and Motel Association
Employer-Employee Relations Department
221 W. 57th Street
New York 19, New York

Illuminating Engineering Society
345 East 47th Street
New York 17, New York

Society of Illustrators
128 E. 63rd Street
New York 21, New York

Industrial Designers' Institute
441 Madison Avenue
New York 22, New York

National Association of Insurance Agents
801 Warner Building
Washington 4, D. C.

Retail Jewelers of America, Inc.
711 14th Street, N.W.
Washington, D. C. 20005

American Library Association
50 E. Huron Street
Chicago 11, Illinois

Linguistic Society of America
Box 8120, University Station
Austin 12, Texas

American Management Association
1515 Broadway
New York 36, New York

National Association of Manufacturers
2 East 48th Street
New York 17, New York

American Marketing Association
230 North Michigan Avenue
Chicato, Illinois 60601

American Mathematical Society
190 Hope Street
Providence 6, Rhode Island

American Meat Institute
59 East Van Buren Street
Chicago 5, Illinois

The American Society of
Mechanical Engineers
345 East 47th Street
New York 17, New York

American Medical Association
535 Dearborn Street
Chicago 10, Illinois

American Association of Medical
Assistants
510 North Dearborn Street
Chicago 10, Illinois

American Society of Medical
Technologists
25 Hermann Professional Building
Houston 25, Texas

American Meteorological Society
45 Beacon Street
Boston 8, Massachusetts

American Federation of Mineralogical
Societies, 6600 Cornelia Drive
Minneapolis 24, Minnesota

American Institute of Mining,
Metallurgical and Petroleum
Engineers
345 East 47th Street
New York 17, New York

Society of Motion Picture and
Television Engineers
9 East 41st Street
New York, New York 10017

American Federation of Musicians
425 Park Avenue
New York 22, New York

American Society of Naval Engineers
1012 14th Street, N.W.
Suite 403
Washington 5, D. C.

American Newspaper Publishers Association
750 Third Avenue
New York, New York 10017

American Association of Nurserymen
835 Southern Building
Washington 5, D. C.

American Nurses' Association
10 Columbus Circle
New York 19, New York

American Occupational Therapy
Association
250 West 57th Street
New York 19, New York

American Optometric Association
4030 Chouteau Avenue
St. Louis 10, Missouri

American Osteopathic Association
212 East Ohio Street
Chicago 11, Illinois

Paper Industry Management Association
10 North Clark Street
Chicago 2, Illinois

American Society for Personnel
Administration
Kellogg Center, Room 16
East Lansing, Michigan

American Personnel and Guidance
Association
1605 New Hampshire Avenue, N.W.
Washington, D. C. 20009

American Petroleum Institute
1271 Avenue of the Americas
New York, New York 10020

American Pharmaceutical Association
2215 Constitution Avenue, N.W.
Washington 7, D. C.

Photographic Society of America
2005 Walnut Street
Philadelphia 3, Pennsylvania

American Physical Therapy Association
1790 Broadway
New York 19, New York

American Institute of Physics
335 East 45th Street
New York 17, New York

American Physiological Society
9650 Wisconsin Avenue
Washington 14, D. C.

Society of Plastics Industry
250 Park Avenue
New York 17, New York

National Association of Plumbing-Heating-Cooling Contractors
1016 20th Street, N.W.
Washington 6, D. C.

American Podiatry Association
3301 16th Street, N.W.
Washington 10, D. C.

National Police Officers Association of America
Police Hall of Fame Building
Venice, Florida

American Academy of Political and Social Science
3937 Chestnut Street
Philadelphia 4, Pennsylvania

Poultry Science Association
Texas A and M College
College Station, Texas

National Association of Power Engineers
176 W. Adams Street
Chicago 3, Illinois

National Association for Practical Nurse Education
475 Riverside Drive
New York 27, New York

National Press Club
National Press Building
Washington 4, D. C.

Printing Industry of America
20 Chevy Chase Circle, N.W.
Washington, D. C. 20015

National Society of Professional Engineers
2029 K Street N.W.
Washington 5, D. C.

American Psychiatric Association
1700 18th Street, N. W.
Washington 9, D. C.

American Psychological Association
16th Street, N. W.
Washington 6, D. C.

American Society for Public Administration
6042 Kimbark Avenue
Chicago 37, Illinois

American Public Health Association
1790 Broadway
New York 19, New York

Public Relations Society of America
845 Third Avenue
New York, New York 10022

Association of American Railroads
Transportation Building
Washington 6, D. C.

American Railway Engineering Association
59 East Van Buren Street
Chicago 5, Illinois

National Association of Real Estate Boards
36 South Wabash Avenue
Chicago 3, Illinois

National Restaurant Association
1530 North Lake Shore Drive
Chicago 10, Illinois

National Retail Merchants
Association
100 West 31st Street
New York 1, New York

American Road Builders
Association
918 16th Street
Washington 6, D. C.

Rubber Manufacturers Association
444 Madison Avenue
New York 22, New York

American Society of Safety
Engineers
5 North Wabash Avenue
Chicago 2, Illinois

American Society of Sanitary
Engineering
228 Standard Building
Cleveland 13, Ohio

National Secretaries Association
1103 Grand Avenue
Kansas City 6, Missouri

American Sociological Society
1755 Massachusetts Avenue, N.W.
Washington, D. C. 20036

Soil Conservation Society of America
677 South Segoe Road
Madison 11, Wisconsin

American Speech and Hearing Association
1001 Connecticut Avenue, N.W.
Washington, D. C. 20036

American Institute of Steel Construction
101 Park Avenue
New York 17, New York

National Tool, Die and Precision
Machinery Association
907 Public Square Building
Cleveland, Ohio 44113

American Society of Tool and
Manufacturing Engineers
10007 Puritan Avenue
Detroit 38, Michigan

American Society of Traffic and
Transportation
22 West Madison Street
Room 404
Chicago 2, Illinois

American Trucking Associations
1616 P Street, N.W.
Washington 6, D. C.

American Veterinary Medical
Association
600 South Michigan Avenue
Chicago 5, Illinois

American Vocational Association
1025 15th Street, N.W.
Washington, D. C. 20005

Wildlife Society
2000 P Street, N.W.
Suite 615
Washington, D. C. 20036

American Society of Zoologists
%Dr. John W. Saunders
Department of Biology
Marquette University
Milwaukee 3, Wisconsin

LOCAL SOURCES

OF

OCCUPATIONAL INFORMATION

The following organizations represent valuable sources of information regarding local occupational information, including labor market conditions and trends, job training qualifications, salary ranges, and typical duties in various occupations. Many maintain speakers bureaus and participate in local meetings, seminars and provide free consultative services.

Armed forces recruiting offices

Business, trade and professional organizations

Business, vocational and technical schools

Chambers of Commerce

Colleges and universities

Ohio State Employment Service local offices

Service clubs

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Man, Education, and Work, 34
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